

ATTENTION ALL NDE PORTAL USERS:

Please log onto your portal accounts and go to the “My Profile” tab and check to make sure your contact information (**especially the email address**) is up to date. It is very important to keep this information updated as the Department of Education uses the email address that is in the users’ Portal account to send vital information. Thank you!!



Requests to Submit Data Late or Make Data Changes

Contact: Matt Hastings (402-471-4483 or matt.hastings@nebraska.gov)

In order to make data changes to an NDE data collection after the data audit window close date, a Request to Submit Data Late or Make Data Changes must be submitted through the Consolidated Data Collection in the NDE Portal under the Data Collections tab.

A Request to Submit Data Late or Make Data Changes may be completed by Public, Nonpublic, ESU’s, State Operated, Interim and Postsecondary districts/systems that need to submit data or make changes to data after a data audit window has been closed due to **“extenuating circumstances”**. Examples of “extenuating circumstances” include: natural disasters, medical emergencies, etc. **District or NDE program staff failing to scrupulously review data during the audit window is not an extenuating circumstance.** Only requests with legitimate extenuating circumstances will be reviewed.

For clarity, data should be submitted to NDE by the “Due Date”, but changes can be made to data any time before the “Audit Window Close Date” without submitting a request through this system. Request to Submit Data Late or Make Data Changes apply to all NDE data collections.



2018-2019 High Ability Learners Collection Open

Contact: Becky Keilig (402-471-0737 or becky.keilig@nebraska.gov)

The 2018-2019 High Ability Learners Collection is now open via the Data Collections tab in the NDE Portal website. The High Ability Learners reports are due on or before August 31. The collection audit window closes on September 14.



Summer School Supplement (CDC collection) – AUDIT WINDOW CLOSES: August 31

Contact: NDE Helpdesk (Helpdesk Request from the NDE Portal or ADVISERHelp@nebraskacloud.org)

The Summer School Supplement will open in the CDC on August 1. This collection is due on **August 15** with the audit window from **August 16 through August 31**. At the end of each regular school term the Nebraska Department of Education collects the attendance data for each school district and system in Nebraska. State total ADA is reported to the U.S. Department of Education and is used in formulas for allocating federal entitlement for Title 1, Impact Aid, Indian Education and other federal programs.



2017-2018 Staff Reporting – OPEN: August 1 – DUE: September 15

Contact: NDE Helpdesk (Helpdesk Request from the NDE Portal or ADVISERHelp@nebraskacloud.org)

The 2018-2019 Staff Reporting collection opened Wednesday, August 1. State statute requires Public Districts and Nonpublic Systems to submit a Fall Personnel Report by September 15. The Staff Reporting data collection is located under the “Student & Staff” tab in the NDE Portal. Special Purpose Schools (State Operated), Education Service Units and Interim Programs (Rule 18) should report during this timeframe as well. Options for submission are online entry and upload. Staff Reporting Instructions are available here: [Staff Instruction Manual 2018-2019](#). Appendix A in the Staff Reporting Instructions details the changes that were made since 2017-2018.

When completing the Staff Reporting 2018-2019, double check to make sure the email addresses are correct for each staff member that is required to have one. If a correction is made to the email address that NDE had in Staff Reporting, have the staff member log into their NDE Portal account under the “My Profile” tab and verify if their email address is correct, or have them update it. NDE uses the email addresses from Staff Reporting and the NDE Portal for communications so keeping them current is very important.



District Curriculum Contacts – OPEN: August 1 – DUE: September 15

Contact: Cory Epler (402-471-3240 or cory.epler@nebraska.gov)

Using the **District Contact Information** form, located under the “Data Collections” tab in the NDE Portal, select **Curriculum Contact** to provide contact information for the elementary, middle, and high school curriculum contact. These individuals will become the primary contact for information related to standards, instruction, and instructional materials (curriculum, interventions, etc.).

Curriculum Contacts are those individuals that have an understanding of curricula/instructional materials being used by the school district, coordinate curricula/instructional materials selection processes for the school district, and ultimately have responsibility for the implementation of curricula/instructional materials being used.



Estimated Expenditure for LEP and Poverty (CDC Collection) – OPEN: September 1 – DUE: October 15

Contact: Jen Utemark (402-471-3323 or jen.utemark@nebraska.gov)

The Estimated Expenditure for LEP and Poverty will open in the CDC on September 1. This collection is due October 15 with the audit window from October 16 through October 31. **The collection is for Public districts only.** Each school district shall designate a maximum Poverty and Limited English Proficiency Allowance. The collection was previously completed in GMS and was named “LEP and Poverty Plan.”



2017-2018 IDEA Consolidated Application in GMS Amendments Needed

Contact: Suzie Pierce (402-471-4333 or suzie.pierce@nebraska.gov); John Marcucci (402-595-1639 or john.marcucci@nebraska.gov); or Greg Prochazka (402-471-4314 or greg.prochazka@nebraska.gov)

A handful of school districts still need to add staff information into their 2017-2018 IDEA Consolidation Applications (GMS).

At the beginning of the 2017-2018 IDEA Consolidation Applications process, we asked districts planning to budget IDEA funds for salaries and benefits, to enter a total amount for salaries and the corresponding benefits in the budget and not complete the individual staff information on the staff pages at that time. The 2017-2018 NDE Staff Reporting Record System (NSSRS) has been finalized, districts with staffing need to amend their 2017-2018 IDEA Consolidation Applications by completing the staffing pages with the individual staff information and modifying budget amounts if need. The system will verify staff with the appropriate NSSRS Staffing information.

Any 2017-2018 IDEA reimbursement claims containing salary and benefit expenditures will be delayed until the amendment has been submitted and approved.



NSCAS & NEP REPORTING/PUBLISHING DATES

Contact: Jeremy Heneger (402-471-2495)

Below are target dates for Nebraska Student-Centered Assessment System (NSCAS) Reporting and the release of data in the Nebraska Education Profile (NEP). The dates are impacted by significant changes which include but are not limited to: changing assessment vendors, setting cut scores for NSCAS Math General & Alternate, moving from NSSRS to ADVISER, and implementing ESSA. NDE acknowledges these dates are later than anyone would like, but NDE is taking steps to ensure earlier reporting in future years.

NSCAS Reporting – Key Dates

- August 10 2018
 - Post NSCAS Alternate Interpretive Guide & Reports Recording
- August 13, 2018
 - Final NSCAS Alternate District Data Files and Reports available on the DRC INSIGHT Portal
- August 29, 2018
 - Printed NSCAS Alternate Individual Student Reports delivered to districts
- August 31, 2018
 - NSCAS ACT Reports available on PANext, Individual Student Reports should arrive in districts by September 4, 2018
- September 4-10, 2018
 - Districts Review Preliminary NSCAS General District Student Data Files (Districts will have an opportunity to request resolution to discovered data discrepancies.)
- October 15, 2018
 - Final NSCAS General Data posted in CAP

Nebraska Education Profile – Key Dates

- August 15, 2018
 - 2017-2018 Early Data (Membership, Staff, EL, SPED, etc.) published to NEP public website
- November 13, 2018
 - Assessment, Cohort, Dropout, AQuESTT Raw Classification data published to NEP secure (district only view, no public)
- December 17, 2018
 - 2017-2018 Full Data (AQuESTT Classifications, Assessment, ESSA data, and updated NEP layout) published to NEP Preview website (district and media only view, password protected)
- December 21, 2018
 - 2017-2018 Full Data (AQuESTT Classifications, Assessment, ESSA data, and updated NEP layout) published to NEP Public website

Early Data Published August 15, 2018

- Membership & Other Rates
 - Membership Results
 - Free/Reduced Price Meals
 - English Language Learners
 - Race Ethnicities
 - Attendance Rate
 - High Ability Learners
- Teachers
 - Number of teachers
 - Average Teaching Experience
 - Percentage of teachers with Master's Degree
 - Teacher FTE by Race Ethnicity
 - Average Teacher Salary
- Special Education
 - Special Education
 - Special Education Part B School Age
 - Special Education Part B preschool
 - Special Education Part C infant/toddler
 - Special Education by Age



Resources available for 2018-2019 School Year

Contact: NDE Helpdesk (Helpdesk Request from the NDE Portal or ADVISERHelp@nebraskacloud.org)

Resources are available for the 2018-2019 school year (which includes the 2017-2018 Follow-up Collection):

- ADVISER Calendar
- CDC Calendar
- Instruction Documents
- Program Specific Information
- Quick Reference Guides
- User Guides
- District/School Codes

ADVISER Resource page: <https://www.education.ne.gov/dataservices/adviser-resources/>

NSSRS Resource page: <https://www.education.ne.gov/dataservices/nssrs-resources/>



New Membership Counting Day

Contact: NDE Helpdesk (Helpdesk Request from the NDE Portal or ADVISERHelp@nebraskacloud.org)

LB 1081 was approved by the Legislature 4/11. Sec. 6 (4)(a) changes the state counting day to October 1 from the last Friday in September. We are hopeful that having one counting day for students will simplify reporting and validating data. It will take our ADVISER team a while to update the Adviser Validation and Verification Reports to reflect this change.



ADVISER 2018-2019 Fall Work Days

Contact: NDE Helpdesk (888-285-0556 or ADVISERHelp@nebraskacloud.org)

ADVISER workdays have been scheduled for the 2018-2019 Fall collection. Please contact the ESU to register for these workdays. They are from 9 am – 3 pm and most ESU's provide lunch. There will be no formal presentations at these workdays, they are scheduled to give you time to work on your data reporting with ESU and NDE staff onsite to assist. We strongly suggest that you attend a workday. You may go to any ESU that works best for your schedule.

18-19 FALL ADVISER WORKDAYS NDE			
ESU	Date	Day	Registration Link
ESU 4 – Auburn	September 11	Tuesday	www.esu4.org
ESU 6 – Milford@SCC Dunlap Center	September 17	Monday	www.esu6.org
ESU 5 – Beatrice	September 20	Thursday	https://www.esu5.org/
ESU 9 – Hastings	September 24	Monday	https://esu9.org/
ESU 10 – Kearney	September 27	Thursday	https://esu10.org/
ESU 11 – Holdrege	September 28	Friday	esu11.org/
ESU 2 – Fremont	September 28	Friday	https://www.esu2.org/
ESU 15 – Trenton	October 1	Monday	register@esu15.org
ESU 16 – North Platte	October 2	Tuesday	https://www.blogesu16.org/
ESU 7 – Columbus	October 2	Tuesday	https://www.esu7.org/
ESU 16 – Ogallala	October 3	Wednesday	https://www.blogesu16.org/
ESU 13 – Scottsbluff	October 4	Thursday	https://www.esu13.org/
ESU 1 – Wakefield	October 8	Monday	www.esu1.org/
ESU 8 – Neligh	October 9	Tuesday	www.esu8.org/
ESU 4 – Auburn	October 11	Thursday	www.esu4.org
ESU 17 – Ainsworth	October 11	Thursday	www.esu17.org/
ESU 3 – Papillion	October 16	Tuesday	https://goo.gl/forms/zbrvLpY4JFfuGIH02
ESU 5 – Beatrice	October 18	Thursday	https://www.esu5.org/
ESU 2 – Fremont	October 19	Friday	https://www.esu2.org/
ESU 6 – Milford@SCC Dunlap Center	October 22	Monday	www.esu6.org



NDE Student Unique Identifier – It's That Time Again to Update

Contact: NDE Helpdesk (Helpdesk Request from the NDE Portal or ADVISERHelp@nebraskacloud.org)

All students in Pre-Kindergarten – Grade 12 (Public, Nonpublic and Special Purpose Schools) and Postsecondary students (Nebraska Community Colleges, State Colleges and University of Nebraska students) need to be updated each year with current school information. Step-by-Step instructions can be found on our website at the following web address: https://www.education.ne.gov/nssrs/docs/NSSRS_Steps_Uniqid_2016-03-02.pdf. Prior to turning on your Ed-Fi submission in your Student Information System for 2018-2019 school year, **ALL new and returning students** should have their Unique Identifier (State ID's) assigned/updated. On all returning students, any information that has changed (grade level, school building and school year) needs to be updated in the Student Unique Identifier Collection.



Time & Effort Logs for Federal Grants (ESSA, IDEA, & CTE)

Contact: Shane Rhian (402-471-4313 or shane.rhian@nebraska.gov)

All staff paid with Federal grants through NDE must complete an acceptable time and effort log to adequately document the allocation of their salaries and benefits to that grant. NDE Grants Management Staff will be requesting copies of time and effort logs when reviewing final reimbursement request for 2017-18 grants in the Grants Management System. Please refer to the NDE State and Federal Grants Management Guidance (beginning on page 41) and sample logs at the following link:
<https://www.education.ne.gov/federalprograms/time-and-effort-reporting/>.



HOW TO CONTACT THE NDE HELPDESK

NDE Helpdesk has transferred to a new Helpdesk Ticket System called Jitbit. Please note, there are a few changes in how to reach us. Also, please keep in mind that as we move to ADVISER, the Helpdesk team is expanding to include additional staff who assist with more technical issues, so please provide as much information relating to your question as possible.

1. Log into your NDE Portal account and click on the “Helpdesk Request” in the upper right hand corner. Fill in the information for your question.
Click Submit.
2. Send an email to: ADVISERHelp@nebraskacloud.org (NOTE: This is a NEW email address)
Include your full name, organization, a detail description of your question, alternate contact and phone number. This email will automatically create a ticket.
3. Call Toll Free: 888-285-0556 – **This is a Voicemail line ONLY.**
Leave your full name, organization, call back number and a brief description of your question.

The Helpdesk Request and email to ADVISERHelp@nebraskacloud.org are the fastest ways to get your questions to the Helpdesk. All questions are answered in the order in which they are received.

NDE Bulletins: Past and Present:

Current and past NDE Bulletins can be found at <http://www.education.ne.gov/ndebulletins/index.html>. We will also continue to send the bulletin out via e-mail.

Denise Schuyler

Data, Research, and Evaluation - NDE IT Helpdesk Specialist



Helpdesk: 888-285-0556 – ADVISERHelp@nebraskacloud.org

Email: denise.schuyler@nebraska.gov